

**Board of Trustees Meeting
March 16, 2021**

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Tuesday, March 16, 2021 at 10:30am.

Present: James Peck, Chair
Jane Query, Treasurer
Rosemarie Bayek
Megan Lee, Alternate (voting today)
Michelle Sykes, Friends of the Library, Alternate (voting today)

Not Present, Excused: Catherine Willis, Vice Chair
Jennifer Kiarsis, Secretary

Others Present: Cab Vinton, Library Director
Melissa Theberge, Minute Taker

Call to Order

Jim called the meeting to order at 10:35am. Jim appointed both Michelle and Megan to vote today.

Secretary's Report

Motion to approve the minutes from the regular meeting held on February 9, 2021 was made by Rosemary Bayek, seconded by Megan Lee. Motion approved: Ayes 5, Opposed 0, Abstained 0.

Election of Officers for 2021

Motion to nominate the following made by Jane Query, seconded by Michelle Sykes: Jim Peck as Chair, Cathy Willis as Vice Chair, Jennifer Kiarsis as Secretary, Rosemarie Bayek as Treasurer.
Motion approved: Ayes 5, Opposed 0, Abstained 0.

Treasurer's Report

Jim offered analysis of the monthly financial report. He noted that most lines are under budget, similar to last month. The Health and Dental line was explained by Cab, who said it was a timing issue regarding premium payments and that things should be back on track by end of this month.

The Funds report: Jim said Passport appointments are still happening which is reflected in that line. Cab expects activity for passports will just increase as more travel opens. There are no fines being collected so fee collections are minimal. Jim said that when the sign project is being paid for it will come partially from Special Projects.

Jim offered thanks to Jane Query for serving as Treasurer for over 5 years and appreciation to Rose for stepping into the role.

Motion to accept the Treasurer's report was made by Megan Lee, seconded by Jane Query.
Motion approved: Ayes 5, Opposed 0, Abstained 0.

Correspondence and Communication:

Peter Bealo has communicated with Cab about the Dr. Seuss titles. He has offered to pay for replacements of any of these titles if they are to become stolen or damaged. Cab explained to the board

that there are lists of books that are typically challenged and he will determine the status of any of those titles the library owns as Mr. Bealo also offered to replace any material that was stolen or destroyed for political or ideological reasons. The Board thanked Mr. Bealo for his generous offer in support of Plaistow residents' freedom to read. The library does own two of the Seuss titles in question and Cab said they will need to look at what to do with those titles in terms of security and replacement costs.

Friends of the Library

- Michelle reported that the Friends met last month and have decided to donate \$350 per drive-in movie for the summer. The rec will support costs as well. Friends will look at popcorn or other extras as well.
- For the Vendor Fair, they are looking at moving outdoors in possibly September, utilizing the lawn. Cab suggested utilizing entire indoor library space for this as an alternative. Michelle says they are emailing past vendors to gauge interest.
- Yoga is still a steady earner.
- The Friends are also expecting to support the sign costs.

Southern NH Library Cooperative

Nothing new to report.

Director's Report

- Cab read the recent Board of Selectmen minutes about a new town property policy and reached out to make sure the library is not impacted, which it is not.
- Tree pruning: Funds were encumbered for that and the project was completed this week.
- Building issues: Due to the age of the building, there are a few issues. The recent Pulsar fire alarm inspection revealed a list of deficiencies that need repairs totaling about \$1300. Cab will follow up with a few questions he has and then arrange for repairs.
- Clock in atrium: It's not working correctly and consistently running at about half speed so he is working on a repair plan.
- Sherri Averill's last day will be March 25. There was brief discussion for working out the hours and options for staffing.
- Jim asked Cab about active shooter training – Jim said he would reach out to the police chief.
- Cab is looking into the first amendment video taping teams that are coming in to some public places to provoke a response and then post on YouTube. Police and town halls are primary targets but also some libraries. Cab has reached out to the police in town about this but with no response yet. Jim will include this in his call to them as well.
- Re-Opening: Cab reviewed a 4-page document about current library activity and staff-based recommendations. Briefly, with Covid case numbers going down and vaccinations in progress, the proposal includes reducing materials quarantine to 1 day (instead of 3), increasing the occupancy limit to 25, and allowing a stay of about 1 hour. Curbside service will still be available, and computers can still be reserved. They are also looking at expanding options for in person programming, including small groups indoors. Cab would like to err on the side of safety and caution.

Old Business

- Candidate's Night – Jim said it went well overall but they have ideas for improvement another time.

- Sign update – Cab said it’s nearly set up, with two proposals, both for around \$23,000, thanks to a recent reduction in bids from one company. Both firms are part of the Massachusetts Higher Education Consortium which includes discounting for services which is likely what brought the two bids into close range of each other. Based on the way Cab explained the two options, there is one definite frontrunner.

New Business

- Annual audit – Jim supplied the statements and files for completion and it all went smoothly.
- Jim and his neighbor wish to donate a POW-MIA flag to fly just below the American flag at the library. There were no objections from the board.
- Trivia Night – Jim said there was a PPL team and a Haverhill team among others at a recent trivia night on Zoom. They are hoping to generate more interest and teams.

Meeting adjourned: 11:52am

Next meeting: Tuesday, April 13, 2021

Respectfully submitted,

Melissa Theberge